

LDP I: COACHING~SELF MANAGEMENT SKILLS

How can you leverage your past and build upon it for your future? Have you created a mission statement that will guide you through where you want to be professionally?

This class incorporates classic coaching techniques to enhance self-management skills in the areas of goal-setting and leadership development.

DATE: THURSDAY JULY 11, 2012 THURSDAY DECEMBER 6, 2012

TIME: 8 AM TO NOON

LOCATION:
TLC CLASSROOM
3500 S. RURAL RD
(LOWER LEVEL OF THE
TEMPE PUBLIC LIBRARY)

SESSION OVERVIEW:

- Identify the skills (from a list of skill-sets) currently used and those which need to be developed.
- Recognize the key differences between mentors and coaches.
- Complete a life line and identify the reasons for periodic review.
- Characterize the nine essential skills in coaching professional development.
- Define SMART goal setting and complete a personal inventory worksheet.

SELF-REGISTER via PeopleSoft ELM

- Login to PeopleSoft ELM on the desktop, or in the Tempe folder in Favorites of Internet Explorer.
- 2. Click on the **Self Service** hyperlink in the menu screen.
- Click on the Learning hyperlink.
- 4. Click on the **Search Catalog** hyperlink.
- Stay on the Activities tab. Type in "LDP".
- 6. Click on the **Search Activities** button.
- Review search results and click on the desired **Activity** to enroll and view additional information. Review class details and ensure correct class.
- 8. Click on the **Enroll** button. Review the information and note the **Location**.
- 9. Click on the **Submit Enrollment** button to complete.
- 10. Supervisor approves class.

QUESTIONS? CONTACT:

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